



**EPA Performance Appraisal and Recognition System
Performance Plan Coversheet
AFGE Bargaining Unit**

Employee Name Karen Reshkin	Title, Series, Grade GS-1035-13
Performance Period 10/1/2014-9/30/2015	Organizational Location R5/OEC/WCS

PRIVACY ACT STATEMENT

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**Do Not Remove this Coversheet until the Entire Form Is Placed in the Employee
Performance File in the Servicing Human Resources Office.**



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GS-1035-13

Performance Period:
10/1/2014-9/30/2015

Organizational Location
R5/OEC/WCS

SECTION 1. DETERMINING CRITICAL ELEMENTS AND SETTING STANDARDS

My supervisor and I have discussed the critical elements that I will be rated upon during the course of this rating period.

Employee's Signature and Date

Karen Reshkin 28 October 2014

Supervisor's Signature and Date

[Signature] 10/20/2014

Individual being rated is a: ☐ Supervisor ☐ Manager ☐ Team Leader ☒ Employee

Linking CEs: It is important that critical elements (CE's) be linked to the Agency Strategic Plan, or to a Regional Strategic Plan, as appropriate. The Plan contains five long-term, results-based environmental goals. It also describes seven Cross-Goal Strategies. If you link a CE to a Goal, then use the relevant objective(s) to more specifically define the linkage. If your duties include the performance of cross-Agency or cross-media work (including administrative, financial or legal support functions, or information management) then it may be more appropriate to link each CE to a Strategy, rather than to an environmental Goal. For management and support functions not captured by the seven Cross-Goal Strategies, use the alternative linkage statement: *This work is an enabling and support function that supports the outcomes of all five of the Agency's strategic goals.*

Indicate which Strategic Plan Goal(s) is/are linked to the Critical Elements for this position:

This work is an enabling and support function that supports the outcomes of all five of the Agency's strategic goals.

SECTION 2. PROGRESS REVIEW(S)

	Mid Year Review (Required)	"Other" Review (Optional)	"Other" Review (Optional)
Supervisor's Initials and Date	<i>FR</i> 5/6/2015		

My supervisor and I have discussed my performance for this period in relation to my performance standards and measures.

Employee's Initials and Date	<i>KR</i> 5/6/2015	Employee Comments <input type="checkbox"/> attached <input type="checkbox"/> not attached
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SECTION 3. END OF YEAR RATING

Summary Rating Levels*
☒ Outstanding ☐ Minimally Satisfactory
☐ Exceeds Expectations ☐ Unacceptable
☐ Fully Successful
* See next page for definitions and additional guidance

Learning and Development
My supervisor and I have discussed my training needs for the year and an Individual Development Plan (IDP).
☐ is attached ☐ is not attached

My supervisor and I have discussed my performance for the calendar year in relation to my performance standards and measures. My supervisor has informed me of my rating of record.

Supervisor's Signature and Date

[Signature] 10/16/2015

Employee's Signature and Date

Karen Reshkin 10/16/2015

Higher Level Supervisor's Signature and Date

Employee Comments
☐ attached ☐ not attached



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Definitions of Summary Rating Levels

Outstanding	<p>*Consistently proposes new, creative approaches and practical ideas that are accepted by fellow workers and incorporated into day-to-day work operations to improve efficiency and effectiveness of the work.</p> <p>*Coworkers are motivated and energized by employee's actions and the employee is often sought for advice concerning complex, controversial, and difficult issues prior to implementation.</p> <p>*Employee is consistently proactive, demonstrates initiative, and uses exceptional judgment.</p> <p>*Understands the political realities of situations, keeps supervisor and/or Team Leader informed of issues and problems and uses discretion in keeping sensitive matters confidential.</p> <p>*Employee most often resolves problems independently and effectively eliminates problems from happening without supervisory intervention or assistance.</p> <p>*Employee makes significant contributions to the mission and priorities of the unit, office, region and constituencies on a regular basis.</p>
Exceeds Expectations	This level signifies that the results achieved are clearly beyond what could be reasonably expected for Fully Successful performance.
Fully Successful	This level signifies the employee's performance results achieved are those that can be reasonably expected of any employee on the job in order to fully and adequately achieve assigned responsibilities.
Minimally Satisfactory	This level signifies that there is a performance-related problem(s) although the performance has not reached "Unacceptable" in any Critical Element. The employee demonstrates limited ability in producing work of acceptable volume and/or quality within established timeframes; or exhibits limited sense of personal responsibility and accountability in work assignments; or experiences difficulty in addressing new or unusual work situations under normal pressure; or requires frequent guidance and assistance from supervisor or others. When performance is rated at this level, informal assistance in the form of a Performance Assistance Plan (PAP) must be provided to the employee to help improve his/her performance to "Fully Successful."
Unacceptable	This level signifies the performance of the employee consistently fails to meet the established performance standards in one or more critical elements of the employee's position. When performance is rated at this level, a performance Improvement Plan (PIP) must be implemented to help the employee improve his/her performance to "Fully Successful."

Determining Summary Performance Ratings

Apply the following process to determine the summary performance rating level for the year:

Outstanding	For a summary performance rating of Outstanding, one half or more of the Critical Elements are rated Outstanding and none of the Critical Elements are rated lower than Exceeds Expectations.
Exceeds Expectations	For a summary performance rating of Exceeds Expectations, one half or more of the Critical Elements are rated Exceeds Expectations and none of the Critical Elements are rated lower than Fully Successful.
Fully Successful	For a summary performance rating of Fully Successful, the majority of the Critical Elements are rated Fully Successful, and none of the Critical Elements are rated lower than Fully Successful.
Minimally Satisfactory	For a summary rating of Minimally Satisfactory, one or more Critical Elements are rated Minimally Satisfactory and none of the Critical Elements are rated Unacceptable.
Unacceptable	For a summary rating of Unacceptable, one or more Critical Elements are rated unacceptable (Unacceptable).



EPA Performance Appraisal and Recognition System

Performance Plan and Summary Appraisal Package

Agency Benchmark Standards

AFGE Bargaining Unit

Instructions for Applying Standards: Ratings at all levels must be evaluated in the context of the grade level and job duties of the individual employee to the extent they apply to the critical element.

Outstanding	Delivers products or services that, to an extraordinary degree, support the Agency's strategic plan, programs, policies, organizational annual performance plans, or budget priorities. Products or services are of exceptional quality and provide exemplary models for addressing the most difficult and complex work challenges and demonstrate the highest levels of creativity, skill, and knowledge of subject area. Products are consistently produced ahead of the expected timeframes and reliably comply with applicable statutes, regulations, and established policies and procedures. Adjusts with exceptional quickness and ease to changing priorities, consistently taking the lead. Products or services demonstrate exceptional research and analysis. Exhibits exceptional skills in independently planning, organizing, and prioritizing multiple assignments. Consistently develops and offers suggestions for organizational and work process improvements that substantially increase results, efficiency, or effectiveness. Communicates verbally and in writing with exceptional clarity and effectiveness, often on topics or issues that are emerging and without precedent. Written materials are always well received and easily understood by a range of individuals and groups and significantly promote the Agency's programs and mission. Provides exceptional leadership in promoting teamwork and collaboration across organizations. <i>Measures and metrics may be included.</i>
Exceeds Expectations	Delivers products or services that, to a degree beyond what can reasonably be expected, support the Agency's strategic plan, programs, policies, organizational annual performance plans, or budget priorities. Products or services are of superior quality and provide excellent models for addressing the most difficult and complex work challenges and demonstrate high levels of creativity, skill, and knowledge of subject area. Products or services are frequently produced ahead of the expected timeframes and reliably comply with applicable statutes, regulations, and established policies and procedures. Adjusts quickly to changing priorities, often taking the lead. Products or services demonstrate high quality research and analysis. Exhibits excellent skills in independently planning, organizing, and prioritizing multiple assignments. Frequently develops and offers suggestions for organizational and work process improvements that increase results, efficiency, or effectiveness. Communicates verbally and in writing with excellent clarity and effectiveness, often on topics or issues that are emerging and without precedent. Written materials are consistently well received and easily understood by a range of individuals and groups, significantly promoting the Agency's programs and mission. Provides high quality leadership in promoting teamwork and collaboration across organizations. <i>Measures and metrics may be included.</i>
Fully Successful	Delivers products or services that support the Agency's strategic plan, programs, policies, organizational annual performance plans, or budget priorities. Products or services are of a good quality and provide good models for addressing work challenges and require high levels of creativity, skill, and knowledge of subject area. Products are produced within the expected timeframes and reliably comply with applicable statutes, regulations, and established policies and procedures. Adjusts to changing priorities. Products or services demonstrate thorough research and analysis. Exhibits effective skills in independently planning, organizing, and prioritizing multiple assignments. Develops and offers suggestions for organizational and work process improvements that increase results, efficiency, or effectiveness. Effectively communicates verbally and in writing. Written materials are well received and easily understood by a range of individuals and groups, promoting the Agency's programs and mission. Promotes teamwork and collaboration across organizations. <i>Measures and metrics may be included.</i>
Minimally Satisfactory	Delivers products or services that marginally support the Agency's strategic plan, programs, policies, organizational annual performance plans, or budget priorities. Products or services demonstrate occasional deficiencies in creativity, skill, and knowledge of subject area. Products or services are occasionally produced in an untimely manner or do not comply with applicable statutes, regulations, and established policies and procedures. Has some difficulty adjusting to changing priorities. Products or services sometimes lack adequate research and analysis. Occasionally demonstrates difficulty with independently planning, organizing, and prioritizing multiple assignments. Infrequently offers suggestions for organizational and work process improvements that increase results, efficiency or effectiveness. Verbal and written communications lack clarity. Written materials are generally not well received or understood by a range of individuals and groups. Infrequently promotes teamwork and collaboration across organizations. <i>Measures and metrics may be included.</i>
Unacceptable	Often delivers products or services that do not support the Agency's strategic plan, programs, policies, organizational annual performance plans, or budget priorities. Products or services demonstrate frequent deficiencies in creativity, skill, and knowledge of subject area. Products are not produced in a timely manner and do not comply with applicable statutes, regulations, and established policies and procedures. Often has difficulty adjusting to changing priorities. Products or services often lack adequate research and analysis. Often demonstrates difficulty with independently planning, organizing, and prioritizing multiple assignments. Rarely offers suggestions for organizational and work process improvements that increase results, efficiency or effectiveness. Verbal and written communications often lack clarity. Written materials are frequently not well received or understood by a range of individuals and groups. Does not promote teamwork and collaboration across organizations. <i>Measures and metrics may be included.</i>



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Organizational Location:
R5/OEC/WCS

CE 1: Assignments for the operation and maintenance of EPA's website are completed.

Strategic Plan elements supported by this CE:

This work is an enabling and support function that supports the outcomes of all five of the Agency's strategic goals.

Assumptions:

Employee Performance Must be Evaluated against the Agency Benchmark Standards.

Measures and Metrics:

Web content and web posting assignments are managed and monitored in accordance with pertinent guidance, Agency/program policy and other statutes accurately and in a timely manner.

Web pages are reviewed and/or prepared accurately, in a timely manner, with a reasonable amount of rework/revisions, and in accordance with Agency guidance and procedures.

Participates in EPA Web Council calls and activities.

Uses web traffic analysis and other analytics techniques to perform focused studies of parts of Region 5's web presence; measure their effectiveness and suggest strategies for improvement.

Conducts user testing within constraints of budget, technology and travel

Researches and recommends technology and training for web staff.

Suggests and helps implement procedures and best practices for the efficient operation and maintenance of web content. This includes finding ways to use MyWorkplace and other collaboration tools to improve the section's effectiveness.

Supervisor's Notes (may be continued on last page): *

Karen was an active part of the web council and did an outstanding job of making the Region's voice heard.
Karen made herself an expert in Drupal and shared that expertise with other web staff.
Karen helped develop a number of best practices implemented across the Agency.

* Written highlights are required to support an element rating of Outstanding, Minimally Satisfactory, or Unacceptable.

Rating: ☒ Outstanding ☐ Exceeds Expectations ☐ Fully Successful ☐ Minimally Satisfactory ☐ Unacceptable



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Organizational Location:
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CE 2: Assignments for the implementation of OneEPA Web are completed.

Strategic Plan elements supported by this CE:

This work is an enabling and support function that supports the outcomes of all five of the Agency's strategic goals.

Assumptions:

Employee Performance Must be Evaluated against the Agency Benchmark Standards.

Measures and Metrics:

Serves as editor-in-chief for assigned topics.

Completes required trainings.

Coordinates effectively with staff in other parts of the Agency.

Follows prescribed procedures for creating OneEPA content.

Reviews OneEPA Web projects.

Helps track status and develop schedules for all the Region's OneEPA Web projects

Supervisor's Notes (may be continued on last page): *

Karen did an outstanding job of keeping track of the many different moving parts of the OneEPA web transformation.

* Written highlights are required to support an element rating of Outstanding, Minimally Satisfactory, or Unacceptable.

Rating: ☒ Outstanding ☐ Exceeds Expectations ☐ Fully Successful ☐ Minimally Satisfactory ☐ Unacceptable



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CE 3: Working relationships with internal/external customers, partners and stakeholders are established and maintained.

Strategic Plan elements supported by this CE:

This work is an enabling and support function that supports the outcomes of all five of the Agency's strategic goals.

Assumptions:

Employee Performance Must be Evaluated against the Agency Benchmark Standards.

Measures and Metrics:

Requests to individuals/groups are transmitted in a timely manner such that project schedules are not delayed and the other groups have the full time allowed to provide their responses.

Requests from other individuals/groups are responded to with accurate, timely information such that they can meet their deadlines with quality work products.

Program knowledge and technical expertise are shared with other staff and by mentoring new staff.

Programmatic/administrative issues are raised to management. When requested, participates in Work Groups and Special Projects.

Works well as a member of a team: takes responsibility for assigned duties and backs up other members of the web group as needed.

Supervisor's Notes (may be continued on last page): *

* Written highlights are required to support an element rating of Outstanding, Minimally Satisfactory, or Unacceptable.

Rating: ☐ Outstanding ☒ Exceeds Expectations ☐ Fully Successful ☐ Minimally Satisfactory ☐ Unacceptable